



## DUTY STATEMENT

### Financial Accountant I

|   |                           |  |                               |   |  |
|---|---------------------------|--|-------------------------------|---|--|
| Employee's Name   |                           |  |                               | Effective Date  |  |
| Classification<br><b>Financial Accountant I</b>   |                           |  |                               | Division/Section/Unit<br><b>Fiscal Services/Financial Reporting &amp; Bond Administration</b> |  |
| Immediate Supervisor  |                           |  |                               | Supervisor's Classification<br><b>Financial Accountant II</b>                                 |  |
| CBID<br><b>E48</b>  | Class Code<br><b>4191</b> | Work Week Group<br><b>E</b>  | Time Base<br><b>Full Time</b> | Location<br><b>Sacramento</b>   |  |
| <b><i>CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.</i></b>   |                           |  |                               |   |  |
| <p><b><u>DIVISION DESCRIPTION</u></b></p> <p>Fiscal Services safeguards the Agency's cash and investments and provides financial information to the Executive Team that is vital to the management of the Agency's products and programs. Each year Fiscal Services works with an independent accounting firm to prepare the audit of the Agency's financial data and is responsible for the yearly creation of fully audited financial statements and Annual Comprehensive Financial Report (ACFR). Fiscal Services also monitors accounts receivables, accounts payable, general ledger, fund review and bond indentures.</p> <p>The Financial Reporting and Bond Administration Section is responsible for providing accurate, useful, and timely financial data for management and Board of Directors for better decision making and monitoring of programs to fulfill the Agency's mission. The financial data also provides useful information to all interested stakeholders, such as rating agencies, investors, and the public.</p> <p><b><u>POSITION SUMMARY</u></b></p> <p>Under the general supervision of the Financial Accountant II, the Financial Accountant I, in a specialist capacity, performs various technical and complex financial and accounting duties related to the preparation of the Agency's financial statements, financial reports, and reconciliation of various accounts for the Agency's accounting system.</p> |                           |  |                               |   |  |
| <b><i>Conduct, Attendance and Performance Expectations</i></b>  |                           |  |                               |   |  |
| <p>This position requires the incumbent to maintain acceptable, consistent and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct. Must be available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.</p> <p>2 CCR § 172 – General Qualifications, states in pertinent part:<br/>The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p>  |                           |  |                               |   |  |
| <b>Percent of Time</b>  |                           | <b>Activity</b>  |                               |   |  |
| 40%   |                           | <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Prepares quarterly financial statements and reports for the California Housing Finance Fund (CalHFF) and California Housing Loan Insurance Fund (CalHLIF) in accordance with Generally Accepted Accounting Principles (GAAP) using Microsoft Dynamics GP, General Ledger, Management Reporter, and Microsoft Excel. Prepares quarterly statutory financial reports for CalHFF to assist CalHFA Executive Team with decision making. Responsible for analyzing and leading the implementation of any new Governmental Accounting Standards Board (GASB) issued pronouncements and ensures compliance with state and federal regulations, accounting and finance standards, and best practices for financial statement</p> |                               |   |  |

|   |  |
|---|--|
| Employee's Name                                 |  |
| Classification<br><b>Financial Accountant I</b> | Division/Section<br><b>Fiscal Services/ Financial Reporting &amp; Bond Administration</b>  |
|   | <p>preparation. Monitors and conducts risk assessment of internal controls for accounting discrepancies and makes recommendations to management on the best methods of corrective actions. Performs month and year end closings of the General Ledger system to prepare the general ledger account for fund financial statement preparation and the start of the accounting process. Develops and documents procedures for preparation of monthly/quarterly/ yearly financials. Responds to financial inquiries from various sources by gathering, analyzing and interpreting data to provide necessary financial information and analytics for decision making purposes and executive management reporting. Supports, recommends, and acts as Subject Matter Expert (SME) for Agency's financial automation projects and other strategic initiatives.</p>   |
| 30%   | <p>Prepares year-end financial statements for CalHFA and CalHLIF funds including the Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR). Coordinates, prepares, reviews and/or provides recommendations on footnotes, which include pension and investment related activities, for the year-end financial statements. Serves as lead in preparation of technical audit schedules, confirmations and footnotes and assists other staff with preparation for the financial audit. Analyzes, reviews, and provides comments on the Management Discussion and Analysis sections of the ACFR. Responds to auditor inquiries and provides requested financial documentation, information, and ad-hoc reports. Prepares CalHFA and CalHLIF year-end budgetary/legal basis and GAAP reports to State Controller's Office as required. Attains and maintains most up-to-date knowledge regarding GAAP and Governmental Accounting Standards Board (GASB) pronouncements to produce accurate financial statements.</p>                                |
| 25%   | <p>Maintains the master chart of accounts in General Ledger system for both CalHFA and CalHLIF funds to preserve the data of the accounts and break down transactions into different categories for production of the financial statements. Provides recommendations on all necessary account setups to ensure transactions are categorized correctly. Analyzes and reconciles general cash, Transfer in/out, Remit in Transit, Cash in Transit accounts sub-ledgers in the general ledger system. Analyzes and reconciles loan insurance premiums, claims paid, and loan loss adjustment expenses for CalHLIF. Responsible for preparation of journal entries of special transactions and adjustments for CalHLIF.</p>  |
| 5%  | <p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as assigned.</p>  |
|   | <p><b><u>KNOWLEDGE, SKILLS, AND ABILITIES</u></b></p> <p>Additional Knowledge, Skills, and Abilities may be found in the classification specification.</p> <ul style="list-style-type: none"> <li>• Ability to analyze situations accurately, utilizing a variety of analytical techniques in order to make well informed decisions.</li> <li>• Ability to develop and evaluate alternatives.</li> <li>• Skill to gather, analyze and interpret data.</li> <li>• Ability to work in a team environment.</li> <li>• Ability to analyze and evaluate financial and accounting records and identify problems.</li> <li>• Ability to utilize Microsoft software, Excel and Word.</li> <li>• Ability to establish and maintain cooperative working relationships.</li> <li>• Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.</li> <li>• Ability to recognize, analyze, and solve a variety of problems.</li> <li>• Good Communication skills – verbal and written.</li> </ul> <p><b><u>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</u></b></p> |

|   |   |   |
|---|---|---|
| Employee's Name   |   |   |
| Classification<br><b>Financial Accountant I</b>   |   | Division/Section<br><b>Fiscal Services/ Financial Reporting &amp; Bond Administration</b> |
|   | <ul style="list-style-type: none"> <li>• Work in a high-rise building.</li> <li>• Use computer keyboard and read from computer screens several hours a day.</li> </ul> <p><b><u>The following abilities are for most positions with or without an accommodation:</u></b></p> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties: prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials.</li> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.</li> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul> <p><b><u>PERSONAL CONTACTS</u></b></p> <ul style="list-style-type: none"> <li>• Daily contact with the public, all levels of departmental staff, and as well as phone representatives from other State agencies.</li> </ul> <p><b><u>SPECIAL REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Vacation restriction during financial audit period. Additionally, requests many be limited during the creation of the Agency's Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR).</li> </ul> |   |
| <b>SUPERVISOR ACKNOWLEDGEMENT:</b><br>I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.   |   |   |
| Supervisor's Name   | Supervisor's Signature  | Date  |
| <b>EMPLOYEE ACKNOWLEDGEMENT:</b><br>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.) |   |   |
| Employee's Name   | Employee's Signature  | Date  |
| <b>ANALYST'S ACKNOWLEDGEMENT:</b> I have reviewed this Duty Statement.  |   |   |
| Analyst's Name  | Analyst's Signature   | Date  |